STI STUDENT HANDBOOK

TERTIARY

Introduction

Welcome to STI!

This Student Handbook aims to help ensure an environment conducive to your learning. It contains useful information about the school, its expectations of you, policies, and services designed to assist you in reaching your highest potential.

There may be policies, procedures, and/or guidelines you will encounter during your stay in STI that are not contained in this Student Handbook or have been released after its publication. Unless otherwise stated, policies and procedures issued after the release of the student handbook will supersede the policies and procedures that are specified within this handbook. New and updated policies shall be included in the next edition. However, posted announcements through various channels like bulletin boards, website postings, official STI social media platforms, and other published announcements will be utilized by the College administration to inform the student body. Please consult these channels regularly.

As an STI student, you are expected to familiarize yourself with, understand, and abide by the school's policies. Through the Student Handbook, you will discover that STI provides a variety of opportunities to enhance your knowledge and skills, guides you through self-development, and prepares you for a successful career. We trust that you will make the right choice by taking every opportunity and making the most out of it. Through the support of the school's dedicated officials, faculty members, and staff, STI is here to support you from the moment you enroll up to the time that you become an alumnus. With this, we encourage you to "aim high with STI" and "be the best that you can be".

Thank you for choosing STI!

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1 GENERAL INFORMATION

STI History

It all started when four visionaries conceptualized setting up a training center to fill very specific workforce needs.

It was in the early '80s when Augusto C. Lagman, Herman T. Gamboa, Benjamin A. Santos, and Edgar H. Sarte — four entrepreneurs and friends — came together to set up Systems Technology Institute, a training center that delivers basic programming education to professionals and students who want to learn this new skill.

Lagman, Gamboa, and Sarte were all heavily involved in the growing computer industry, while Santos just retired from his IT position in a pharmaceutical company.

Sarte's software house, Systems Resources Incorporated (SRI), kept losing programmers and analysts to jobs abroad. Programmers and analysts were a rare breed then, with only a few training centers offering courses on computer programming.

Therefore, there was a clear need to find and hire people for SRI and fulfill this need for a growing business industry that was migrating to automated or computerized business processes. The founders transformed the problem into an opportunity.

Systems Technology Institute's name came from countless brainstorming sessions among the founders; perhaps from Sarte's penchant for three-letter acronyms from the companies he managed at the time.

The first two schools were inaugurated on August 21, 1983 in Buendia, Makati and in España, Manila, and offered basic computer programming courses. With a unique and superior product in their hands, it was not difficult to expand the franchise through the founders' business contacts. A year after the first two schools opened, the franchise grew to include STI Binondo, Cubao, and Taft.

A unique value proposition spelled the difference for the STI brand: *"First We'll Teach You, Then We'll Hire You."* Through its unique Guaranteed Hire Program (GHP), all qualified graduates were offered jobs by one of the founders' companies or through their contacts in the industry.

The school's 1st batch of graduates, all 11 of them, were hired by SRI. Through the GHP, more qualified STI graduates found themselves working in their field of interest straight out of school.

No one among the four founders imagined that Systems Technology Institute would become a college or would grow to have 63 campuses with one university across the country. This can be attributed to the institution's unique value proposition, the synergy between the founders and their personnel, and the management's commitment to delivering quality education.

Moreover, after years of positioning itself as an IT school focused on providing high-quality education to the Filipino youth, STI slowly integrated itself into the education industry as a school that provides boundless career opportunities in non-IT programs such as Business and Management, Hospitality Management, Tourism Management, Engineering, Arts and Sciences, Maritime, and Criminal Justice Education.

With its wealth of experience in launching education programs needed by the market, STI also responded to the shift in the education landscape in 2013 by taking the lead in the country as the largest pioneer school to offer the Senior High School Program.

STI Vision

To be the leader in innovative and relevant education that nurtures individuals to become competent and responsible members of society.

STI Mission

We are an institution committed to provide knowledge through the development and delivery of superior learning systems.

We strive to provide optimum value to all our stakeholders — our students, our faculty members, our employees, our partners, our shareholders, and our community.

We will pursue this mission with utmost integrity, dedication, transparency, and creativity.

STI Academic Seal

The STI Academic Seal is designed to signify the institution's commitment to its vision and mission.

The seal embodies the academic character of the institution through the following four (4) elements:

- The **laurel leaves**, symbolizing academic excellence, emphasize STI's commitment to provide every student with holistic development through technology-enhanced, student-centered active learning.
- The **flame**, symbolizing enlightenment, represents STI's undying commitment and passion to transform its students to become lifelong learners.
- The **flame bearers**, represented by the academic institution on one side and its student body on the other, exemplify the entire STI community united by a shared purpose of using their knowledge, skills, values, experience, and abilities for the benefit of society.
- The Latin inscription "**Vita Educationem**" translates to "**Life Education,**" which captures the overall thrust of the institution to provide Education for Real Life.

STI Educational Philosophy

The STI Way of Educating

Having embraced the student-centered approach as its paradigm for teaching and learning, STI seeks to provide every student with a holistic development through technology-enhanced, student-centered active learning.

The STI Learning System strives to offer learning opportunities that allow students to maximize their potential and grow into intellectual, emotional, physical, and social maturity so that they will be able to thrive in a continuously changing, technology-driven world.

Student formation is also important in the STI way of educating its students. An STIer is further defined by the 4Cs — character, critical thinker, communicator, and change-adept.

Character

An STIer is a person of character. An STIer takes responsibility for their actions, treats people with respect, and lives with integrity.

Critical Thinker

An STIer is a critical thinker. An STIer challenges and analyzes all information through sound questioning and is unafraid to push for creative ideas.

Communicator

An STIer communicates to understand and be understood. An STIer discerns the value of information read or heard and effectively expresses their own emotions when sharing information, may it be spoken or written.

Change-Adept

An STIer is change-adept. An STIer can adjust, adapt, and reinvent continuously to changing circumstances. An STIer believes in letting go of the old and embracing the new to achieve their fullest potential.

Educational Goal

The focus of STI is the student. The teaching and learning environment address the characteristics of an authentic STI student to enable them to achieve their maximum potential.

The goal is for the student to:

- feel safe, free from threats, distractions, and humiliations so they can learn;
- appreciate that what is being taught matters — the content/topic must concern the students and the real world;
- be active — learning experiences must be hands-on and collaborative;
- be stretched to another level — learning experiences can be hard but must be doable and take the student to a new level;
- have someone who can guide them — it is okay to make mistakes because it is part of the process; however, some tasks need guidance and feedback to make learning stick;
- use what was learned — the acquired knowledge and skills may stick to the learner if they are given the chance to recall, teach, and perform them;
- recall the lessons learned — the student must reflect on the things they learned and go back to the process of how they learned; and
- move forward, stretching himself/herself further by planning on their next steps.

STI Educational Network System

In its commitment to nurturing globally competitive individuals, STI continues to improve its system of providing real-life education.

To effectively extend its services, the STI network is composed of the following structures, each with its own specific functions and objectives:

The Colleges

The STI Colleges provide a variety of programs in the fields of Information and Communications Technology (ICT), Engineering, Business and Management, Tourism Management, Hospitality Management, Arts and Sciences, Maritime, and Criminal Justice Education. Programs with associate, baccalaureate, and master's degrees are duly authorized by the Commission on Higher Education (CHED), while the two-year programs are recognized by the Technical Education and Skills Development Authority (TESDA). Additionally, TESDA programs equip the graduates with TESDA Certifications and the option to continue further studies.

The Education Centers

The STI Education Centers provide three-year, two-year, one-year, and other short-term technical vocational programs in the fields of Information and Communications Technology (ICT), Hospitality Management, and Tourism Management. These programs are duly authorized by the Technical Education and Skills Development Authority (TESDA). TESDA programs equip the graduates with TESDA Certifications and the option to continue further studies. These certifications provide them with opportunities for immediate entry-level employment.

The Senior High Schools

The Senior High School (SHS) program, which covers Grades 11 and 12, provides a wide range of academic and technical-vocational-livelihood tracks that are duly authorized by the Department of Education (DepEd). With the knowledge imparted by certified faculty members, training in state-of-the-art facilities, and STI's unique learning supplements, STI Senior High School graduates are well-equipped to go to college, seek employment, or start their own businesses worldwide.

The Junior High Schools

The Junior High School (JHS) program ensures that Grades 7 to 10 students will experience an enhanced, context-based, and spiral progression learning curriculum based on the Department of Education's requirements.

ACADEMIC POLICIES & PROCEDURES 2

School-Student Relationship: A Legal Contract

A student who submitted the admission requirements and is fully admitted to the school has already entered into a legal contract with the school. The enrollment form is the first contract that binds the student and the school. Both parties are expected to promote and protect their mutual interests and fulfill their responsibilities and obligations as stated in this handbook. Parents/guardians must also acquaint themselves with the content and provisions in this handbook.

Admission Policy and Requirements

STI welcomes all applicants belonging to any religious affiliation and nationality. The school, however, has the right at any time to refuse to admit or re-admit students under certain situations.

The following requirements must be submitted to the Registrar's Office for admission to any academic program:

Incoming Freshmen

1. Original copy of Form 138 or SF9-SHS (Original Copy of uncanceled Grade 12 Learner's Progress Report Card)
2. Original copy of Form 137 or SF10-SHS (Learner's Permanent Academic Record)
3. Philippine Statistics Authority (PSA) issued Birth Certificate
4. Original copy of Certificate of Good Moral Character or Recommendation from the School Principal
5. Medical certificate of chest X-ray results
6. Medical certificate of Hepatitis A & B screening for BSHM, BSCM, HRA, DHRT, HRS, and HOP applicants
7. Accomplished and signed Health Status and Acknowledgement of Disability Form

Transferees

1. Certificate of Transfer (Honorable Dismissal)
2. Official Transcript of Records with remarks "Copy for STI College or For Enrollment Purposes Only"
3. Philippine Statistics Authority (PSA) issued Birth Certificate
4. Original copy of Certificate of Good Moral Character or Recommendation from the Dean/Program or Department Head
5. Medical certificate of chest X-ray results

6. Medical certificate of Hepatitis A & B screening for BSHM, BSCM, HRA, DHRT, HRS, and HOP applicants
7. Accomplished and signed Health Status and Acknowledgement of Disability Form

Alternative Learning System Accreditation and Equivalency (ALS A&E) Passers

1. Result of the ALS A&E such as Certificate of Rating (COR), Learner's Permanent Record (AF-5), or ALS Certificate of Program Completion whichever is applicable.
2. Original Copy of Certificate of Good Moral Character or Recommendation from the School Principal/ALS Teacher/ALS Implementor/Learning Facilitator/ALS Focal Person or its equivalent (e.g. clearance from Barangay, Police, or NBI)
3. Philippine Statistics Authority (PSA) issued Birth Certificate
4. Medical certificate of chest X-ray results
5. Medical certificate of Hepatitis A & B screening for BSHM, BSCM, HRA, DHRT, HRS, and HOP applicants
6. Accomplished and signed Health Status and Acknowledgement of Disability Form

Students with Scholastic Records from a Foreign School

1. Five (5) copies of the Student's Personal History Statement (PHS) containing his/her left and right thumbprints and a 2" x 2" photograph on plain white background taken not more than six months prior to submission, among others
2. Original Form 138/SF9 (Learner's Progress Report Card) or its equivalent, and Original Form 137/SF10 (Learner's Permanent Academic Record) or its equivalent authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in another foreign language
3. Notarized Affidavit of Support, including bank statements or notarized grant for institutional scholars;
4. Photocopy of the student's passport (valid for at least 6 months) showing date and place of birth
5. Photocopy of the Special Study Permit (SSP) for students below 18 years old or Student Visa for students 18 years old and above issued by the Bureau of Immigration (BI). These shall not be required of the spouses and unmarried

dependent children below 21 years old of aliens under the following categories:

- Permanent foreign residents;
- Aliens with valid working permits under Section 9(d), 9(g) and 47(a) (2) of the Philippine Immigration Act of 1940, as amended
- Personnel of foreign diplomatic and consular missions residing in the Philippines and their dependents
- Personnel of duly accredited international organizations residing in the Philippines
- Holders of Special Investor's Resident Visa (SIRV) and Special Retiree's Resident Visa (SRRV)

6. Foreign students coming to the Philippines with 47(a) (2) visas issued pursuant to existing laws, e.g., Pres. Decree No. 2021
7. NBI or Police Clearance
8. Original copy of Certificate of Good Moral Character or Recommendation from the School Principal, Dean, Program or Department Head
9. Medical certificate of chest X-ray results
10. Medical certificate of Hepatitis A & B screening for BSHM, BSCM, HRA, DHRT, HRS and HOP applicants
11. Accomplished and signed Health Status and Acknowledgement of Disability Form

Note: In the absence of a PSA-issued Birth Certificate, a birth certificate issued by the local civil registrar, local barangay, or National Statistics Office may be submitted instead.

Special (Non-Credit) Students

1. Letter of intent to study without credit
2. Resumé that contains educational background
3. Previous scholastic records

Disqualification

An applicant may be disqualified for admission for any of the following reasons:

1. Failure to submit the admission requirements before Midterm Exams
2. Presentation and/or submission of false documents and/or incorrect information

Residency

There is a prescribed minimum and maximum period of residency to acquire a degree or educational program at STI.

Minimum Residency

Since a graduate shall carry the name of STI, a minimum residency is prescribed to ensure the quality of learning and immersion into the STI culture. A minimum residence for graduation from the school is one (1) school year with a minimum total load of 30 units.

Maximum Residency

Programs offered at STI are designed based on the current needs of the industry. Therefore, a student must finish the requirements of a program within a certain period to ensure that the knowledge gained is applicable. Maximum residency should be equivalent to one (1) school year or an additional 50% of the total number of years of the program, whichever is higher.

A student going beyond the maximum residency is subject to re-evaluation before re-admission. The school reserves the right to refuse re-admission. Furthermore, the student may be required to take refresher courses to ensure that their knowledge on the program is up to date.

Leave of Absence (LOA)

A student is expected to enroll in each term until they complete the program or is dropped from the roll of the school. A student who plans to discontinue their studies temporarily must formally file in writing for official Leave of Absence (LOA) with the Registrar's Office before the end of the term wherein the leave applies.

The maximum leave period that may be applied for in a single application is one (1) school year. However, the total duration of all leaves taken must not exceed the length of the program. If the LOA is more than one (1) year, a student must follow the latest curriculum by the time they return to school.

Extension of Leave

Any extension of an official leave is considered another leave application. As such, the leave extension must be formally applied for in writing.

For purposes of computing the maximum residency status, the duration of official LOAs is not counted as residency.

Return to School

Before the end of the leave, the student must apply for a re-admission to the school through the Registrar's Office. The student shall be classified as a Returnee upon their return from an approved leave and shall enroll with this status.

AWOL Status

Absence Without Official Leave (AWOL) is a status wherein a student:

a. incurs absences more than the allowable limit; or

b. takes an unofficial leave

Any AWOL period is included in the reckoning of a student's maximum residency.

A student on an AWOL status must apply for re-admission. However, the school reserves the right to refuse admission to the AWOL student.

When the student with AWOL status attempts to register for a subsequent term, he/she shall be required to seek the following endorsements and approval before being allowed to enroll:

1. Endorsement from the Guidance Counselor/Student Affairs Officer
2. Endorsement from the Program Head
3. Approval from the Academic Head

A student must follow the latest curriculum by the time they return to school.

Cross Enrollment

Cross Enrollment is defined as the enrollment of specific courses of a student in another school other than their mother school as approved by both Registrars. The total load of the cross enrollee in both schools should not exceed the maximum number of units required by the curriculum.

Conditions for STI Students Cross Enrolling to Another School

Cross enrollment of STI students in another school (STI or other non-STI school) is only permitted if all these conditions are met:

1. The student is in their terminal year;
2. There is a conflict of schedule with other courses to be enrolled in;
3. The course will not be offered within the student's terminal year; and
4. The course to be cross enrolled is not an On-the-Job Training/Practicum or Thesis course.

In addition to the conditions above, cross enrollment is permitted in cases wherein:

a. An STI student requests to cross enroll to another STI school, the course to be cross enrolled can either be a minor or major course.

b. An STI student requests to cross enroll in a non-STI school,

- the course to be cross enrolled should only be a minor course;
- the host school has a comparable standard of quality education with STI;
- the course description and units of course in the host school are similar to STI; and
- the minimum grade obtained by the STI student in the cross enrolled course should be 2.50 or above (or its equivalent) for it to be credited to STI.

Requirements for Students Cross Enrolling from Other Schools

1. Permit to Cross Enroll from the Registrar of the mother school indicating the course, units, school year, and specific school to admit the student
2. Certificate of Good Moral Character from the Guidance Counselor/Student Affairs Coordinator of the mother school

Note: An STI student who will cross-enroll to another STI school or a non-STI school is required to enroll first in their mother school before a Permit to Cross Enroll is issued.

School Year

The school year for term-based programs is divided into two (2) terms of 18 weeks each, inclusive of examination periods and class days lost due to natural or man-made calamities. A midyear session of six (6) weeks follows the 2nd term.

The school calendar shall serve as the guide for all academic and non-academic schedule of activities to be observed unless otherwise changed by the school officials.

Student Classification

1. According to Nationality, the students may be classified as:

1.1. Local Student

Filipino student with previous high school or college studies taken either locally or abroad

1.2. Foreign Student

Non-Filipino citizen with previous high school or college studies taken, whether locally or abroad

2. According to Admission Status, the students may be:
   2.1. New Students

   First-time enrollees in a particular STI school

   2.1.1. Incoming First Year Students

   First-time enrollees in a particular STI school with no tertiary education

   2.1.2. External Transferees

   First time enrollees in a particular STI school but with previous tertiary education in another CHED/TESDA-governed school

   2.2. Old Students

   Students with previous term enrollment at any STI school

   2.2.1. Returnees

   Students who return from an approved leave of absence

   2.2.2. Readmitted Students

   Students with disciplinary case of Absence Without Leave (AWOL) but considered for readmission

   2.2.3. Shiftees

   Students allowed to transfer from one academic program to another in the same STI School

   2.2.4. Internal Transferees

   First-time enrollees in a particular STI school but with previous tertiary education in another STI school

3. According to Enrollment Status, students may be classified as:
   3.1. Regular Students

   Students who carry the full-term load as prescribed in the curriculum

   3.2. Irregular Students

   Students who do not carry the full-term load as prescribed in the curriculum due to either advanced or back courses

   3.3. Cross Enrollees

   Students of another school, including other STI schools, who enroll at a particular STI School for credit in their mother school

3.4. Non-Credited Students

Students permitted to attend classes without earning any credit

4. According to Year Level, students are classified according to the percentage of credited units successfully completed:

Year Level	Number of Units Credited		
	4-Yr. Program	**3-Yr. Program**	**2-Yr. Program**
1st	25% or less	33% or less	50% or less
2nd	26%-49%	34%-66%	More than 50%
3rd	50%-74 %	More than 66%	
4th	More than 74%		

Study Load

Study loads are prescribed for all students based on the approved curriculum of STI. Students who carry the full-term load and follow the sequence of courses as prescribed in the curriculum are classified as regular students, while irregular students do not carry the full-term load or do not follow the sequence of courses.

Term Load

The standard regular term load is 24 units (credit or non-credit) or as prescribed by the curriculum.

Midyear Load

The midyear load should not exceed nine (9) units.

Underload

Underload refers to a condition wherein a student takes a study load that is less than the prescribed number of units in their curriculum. A student may be allowed to have underload on any of the following conditions:

1. Employment considerations either in or out of STI, with certification from the company
2. With warning or probationary status, with certification from the Guidance Counselor
3. Health reasons, certified by an attending physician
4. Unavailability of courses needed in the curriculum to complete the full load, certified by the Academic Head

Overload

Overload refers to a condition wherein a student takes a study load that is more than the prescribed number of units in their curriculum. A student may be allowed to have overload provided they meet the following conditions:

Conditions for Student Overload Units

	Conditions	Allowable Overload Units
1st	• A graduating student in their last two (2) regular terms of attendance; and • with a GWA of at least 2.00 (81.50 – 86.49) in the previous term	• Maximum of six units per term
2nd	• A non-graduating student with a CGWA of at least 1.50 (91.50 - 94.49)	• Maximum of 30 units study load in the immediately succeeding regular term
3rd	• A non-graduating student who failed in one (1) course; and • the course is a regular offering in the immediately succeeding term	• Allow to enroll in the failed course. If the course to be enrolled is a prerequisite course, the student will be allowed to take it alongside the regular course subject to the conditions below: a. If the student still fails the prerequisite course but passes the regular course, both courses are deemed failed. b. However, if the student passes the prerequisite course but fails the regular course, the student will have to re-enroll only the regular course in the succeeding term

Standard Periodical Examinations

Periodical Examinations

There are four (4) periodical examinations in a term: prelims, midterms, pre-finals, and finals.

Schedule

The schedule of examination is announced at least one (1) week before the first day of the Periodical Examination.

Once the examination has started, students who arrive late will no longer be allowed to take the exam.

Missed Examinations

A student who misses a periodical examination automatically obtains a raw score of zero unless their failure to take the test is excused.

Special Examinations

Special examination must be applied for by a student who missed a periodical examination. There is a corresponding fee for every approved special examination application.

It must be taken during the set Special Exam Period, which is within 10 days after the last day of regular exams or as scheduled. When taking the exam, the student must be in complete uniform. Any student not inside the classroom during the distribution of exams will not be allowed to take the exam on the set schedule. The student who misses their Special Exam schedule will automatically have a zero raw schore.

Grading and Earned Credits

Grades are determined by computing a student's performance over the term for both lecture and laboratory. A failing grade may be given to a student who does not meet the attendance requirements.

Credit is the number of units earned by a student for a course in which they have obtained a passing grade.

Grading System

The school adopts the following grading system with the corresponding equivalence:

Grade	Equivalence	Description
1.00	97.50 - 100.00	Excellent
1.25 1.50 1.75	94.50 - 97.49 91.50 - 94.49 86.50 - 91.49	Very Good
2.00 2.25 2.50	81.50 - 86.49 76.00 - 81.49 70.50 - 75.99	Satisfactory

Grade	Equivalence	Description
2.75 3.00	65.00 - 70.49 59.50 - 64.99	Fair
5.00	0.00 - 59.49	Failed due to poor performance, absences, dropping without notice, or dropping later then the allotted dropping period
DRP	Officially Dropped	Dropped with approved dropping slip
INC	Incomplete	Incomplete requirements; Applicable only to OJT/practicum courses
P	Passed	To be used for courses specified as having non-numeric grades
F	Failed	To be used for courses specified as having non-numeric grades

A student who incurred INC for OJT/Practicum is given a maximum of one (1) year to complete all course requirements. Otherwise, the INC grade will be changed to 5.00.

Course Grade

The Course Grade is the measure of the student's level of achievement in a course. This is given to the student upon completion of all requirements for the course and is based on the weighted average of the periodical scores.

The percentage distribution is as follows:

Period	Percentage
Prelims	20%
Midterms	20%
Pre-Finals	20%
Finals	40%

To get the Course Grade, each periodical score is multiplied by the corresponding percentage weight of the grading period. The sum of these is the Course Score, which is transmuted into the Course Grade using the Grading System Table.

Example:

Period	Percentage	Periodical Score	Partial Score (Percentage x Periodical Score)
Prelims	20%	80	16
Midterms	20%	75	15
Pre-Finals	20%	70	14
Finals	40%	85	34
Course Score			79
Course Grade			2.25

Periodical Score

Components of a periodical score are specified in the syllabus of each course.

Sample periodical score components for a course:

Component	Percentage (Other Programs)	BS in Accountancy
Quizzes	20%	20%
Performance Task	30%	-
Major Examinations	50%	80%
Total	100%	100%

Release of Grades

1. A faculty consultation period is scheduled prior to the release of the final grades. This is to provide an opportunity for the students and faculty members to validate the given grades before its submission to the Registrar's Office.
2. Grades of students with pending accountability will be withheld.
3. The schedule of release of Course Grades is announced by the Registrar's Office.

General Weighted Average

The General Weighted Average (GWA) is a measure of the overall scholastic achievement of a student. This is the weighted average grade that the student got from the curricular courses taken at STI, excluding:

1. Courses with non-numeric grades such as "P", "F", and "DRP"; and
2. Required non-credit courses identified in the program curriculum (such as National Service Training Program [NSTP]).

Computation of the GWA is as follows:

1. Multiply the number of Units (Un) of each course prescribed in the curriculum by the Course Grade (CG) to get the Credit Points per Course (CPC).
2. For a course retaken due to failure, every occurrence is considered individually.
3. Add the credit points of all the courses to get the Total Credit Points (TCP).
4. Divide the Total Credit Points (TCP) by the Total Number of Units (TUn) of all the courses, and round-off to two (2) decimal places.

Formula:

$$CPC = CG \text{ x } Un$$

$$TCP = CPC_1 + CPC_2 + CPC_3 + ... + CPC_n$$

$$GWA = \frac{TCP}{TUn}$$

Course	Course Grade (CG)	Unit (Un)	Credits Points Per Course (CPC)
Course 1	2.5	1	2.5
Course 2	5	2	10
Course 2 (retake)	2	2	4
Course 3	3	3	9
Course 4	2	4	8
Course 5	1	5	5
		TUn=17	TCP=38.5
GWA			2.26

Student Works

In the case of student projects (documentation and software solutions) produced and submitted as course requirements, these works are owned by the students. The school is allowed free access to and use the student works to pursue or develop them for academic purposes provided that there is no infringement of any intellectual property right.

Attendance

All students are required to attend classes regularly and punctually. When a student is tardy or absent, they are expected to assume full and independent responsibility for the subject matter taught, discussed, assigned, etc. during their absence. The student should likewise consult with the faculty member regarding their academic standing.

A student who ceases to attend classes until the end of the term and/or exceeds the maximum allowable absences will be given a grade of 5.00 with AWOL status.

Absences

A student who incurs absences of more than 20% (CHED MORPHE 2008 Art. 21 Sec. 101) of the class hours would automatically receive a failing grade for the course (unless an appeal is made and approved by the Academic Head).

This maximum number of absences depends on the required class meetings per course that is equivalent to the following:

Units	Lecture Hour/Term		Laboratory Hour/Term	
	Total	20%	Total	20%
5	90	18	270	54
4	72	14.4	216	43.2
3	54	10.8	162	32.4
2	36	7.2	108	21.6
1	18	3.6	54	10.8
TESDA	N	20% x N	N	20% x N

Hence, using the table above, a student who is enrolled in a two-unit lecture course will not be allowed to exceed 7.2 class hours of absences. Similarly, a student enrolled in a four-unit course with three (3) units of lecture and one (1) unit of laboratory must not have absences of more than 10.8 class hours in either lecture or laboratory sessions.

Three instances of tardiness are equivalent to one absence. Time lost due to late enrollment is considered time lost by absence.

The student is expected to be responsible for keeping a record of their attendance in their enrolled courses. However, this may be verified with the concerned faculty member.

Waiting Period

Students are required to wait for the instructor to arrive within the first 25% of the class duration. A student who leaves the classroom before the waiting period has elapsed will be considered absent if the instructor arrives within the stipulated waiting period.

A student who leaves the class after the waiting period has elapsed will not be considered absent even if the instructor arrives beyond the waiting period and conducts a class.

Make-up classes shall be scheduled in case of a faculty member's absences to complete the required student contact hours for the course. In no case will the make-up class be scheduled such that it conflicts with the ongoing classes of the students, nor shall attendance be required. However, it is the responsibility of the student to catch up on the lessons discussed during the said make-up class.

Suspension of Classes

Classes may be suspended due to any of the following conditions:

1. Announced by the appropriate government agency (inclement weather, transportation strike, etc.) and/or local government unit
2. Typhoon Signal Number 3 as declared by the Philippine Atmospheric, Geophysical and Astronomical Services Administration
3. As determined by the school management

The written announcement of class suspension shall be posted at the school entrance, on the official STI social media platforms, and on STI eLMS throughout the day.

Make-up classes for suspended classes may be scheduled, in which case schedules for make-up classes will be determined ahead of time and properly announced.

Course Sequence

All students must observe the course sequence prescribed by the curriculum.

Prerequisite

Some courses may have prerequisites. A prerequisite is a required preliminary course that must be passed before enrolling in the next level course. It is supposed to prepare the students for a more advanced course.

A student may only be allowed by the Registrar to enroll in the prerequisite and advanced course simultaneously if they have attended the prerequisite course until the end of the previous term but failed to pass it. The waiver of prerequisite, endorsed by the previous teacher attesting to the attendance of the student during the whole term, shall be subject to the approval of the Program Head. In the absence of the waiver due to the previous teacher's unavailability, the details of the attendance sheet from the teacher's class record may be used as a reference.

A failure in the prerequisite course would automatically mean a failure in the advanced course if taken simultaneously.

Any violation of the course sequence due to factors other than the above would invalidate the courses concerned.

Corequisite

Corequisite refers to a related course that must be taken at the same time as the related course with which, it is identified as a corequisite. These two (2) courses are designed to complement each other. Knowledge gained in the corequisite course is considered essential to the success in the counterpart course.

Petitioned Classes

Petitioned Class Is a student-initiated course offering that is not part of the courses regularly offered in the curriculum and is conducted within an existing academic program.

Change of Courses or Schedules

Students are allowed to change courses or schedules within the two-week late registration period after the class has started. Courses canceled during this period will not appear in the student's transcript.

Dropping of Courses

Dropping occurs after the official registration of the student. They are allowed to drop a course(s), without being given a failing grade, not later than seven (7) calendar days before the start of midterm examination. The transcript will contain a grade of "DRP" for the course, earning the student no credit(s).

Shifting of Academic Program

Students are allowed to shift their academic program as long as they satisfy the admission requirements of the particular program.

Fees and Payments

All fees due during enrollment and within the term should be paid through the Cashier and/or any authorized payment partners. This includes, but is not limited to, the following charges:

- Tuition and other school fees
- Miscellaneous fees
- Course related fees
- Research/Thesis fees
- OJT Fees
- Curricular and non-curricular activities fees (educational tours, field trips, field study, and other related learning experiences)
- Graduation fees

Payment Schemes

Payments may be made in cash or installments.

Installment

Installment payments are broken down as follows:

Installment	Payment Due
Down payment	Upon enrollment
1st installment	Three (3) school days before the first day of Prelim exams
2nd installment	Three (3) school days before the first day of Midterm exams
3rd installment	Three (3) school days before the first day of Pre-final exams
4th installment	Three (3) school days before the first day of Final exams

The amount per installment is indicated on the issued Registration and Assessment Form.

Students/Parents/Guardians must strictly follow the payment schedule to avoid further inconvenience.

Refunds and Charges

The registration fee is non-refundable.

Students who drop a program after enrollment may be eligible for a refund based on the following schedule and computation of applicable charges.

Date of filing for Program Dropping	Refund Amount
Before the start of classes	Total amount paid, minus the non-refundable Registration Fee
Within seven (7) calendar days from the start of classes	Total amount paid, minus the applicable 10% Total School Fees due for the term *(Registration fee is not included in the refund)*
Beyond seven (7) calendar days but not after 14 calendar days from the start of classes	Total amount paid, minus the applicable 20% Total School Fees due for the term *(Registration fee is not included in the refund)*
Beyond 14 calendar days from the start of classes	No refund

No refund will be issued if the applicable charges are higher than the amount paid.

Moreover, students who drop a course may be subject to the applicable penalties as outlined below:

Date of filing for Course(s) Dropping	Penalty Charge
Before the start of classes	No Charge
Within seven (7) calendar days from the start of classes	10% of the tuition fee for the dropped course(s)
Beyond seven (7) calendar days but not after 14 calendar days from the start of classes	20% of the tuition fee for the dropped course(s)
Beyond 14 calendar days from the start of classes	100% of the tuition fee for the dropped course(s)

For both program and course dropping, refunds and applicable penalty charges will apply regardless of whether the student has attended any classes. To process the request, a written application must be submitted to the School Administrator or Deputy School Administrator within 14 days from the start of classes.

Special Admission Fee for Foreign Students

Foreign students are required a special admission fee for additional processing requirements from the Philippine government.

Financial Obligations

Students are reminded to settle all their financial obligations. Academic records/credentials shall only be released once their obligation has been settled. Moreover, graduating students will not be allowed to join the graduation rites until the dues are settled in full.

Academic Honors

Dean's and President's Honors List

STI recognizes the superior scholastic achievement of any student in a Baccalaureate or Pre-Baccalaureate program at the end of every regular term of each school year through the Dean's and President's Honors List:

	Dean's Honor List	President's Honors List
Common conditions for inclusion in the list	1. Not be found guilty of any minor or major offense throughout the student's residency at STI. 2. NSTP course grade is not included in the determination of the GWA but should not be less than 1.50.	
Specific conditions for inclusion in the list	3. Have a GWA of 1.50 or higher in the **term being evaluated**.	3. Have a **cumulative GWA** of 1.50 or higher based on all grades earned **since the student's initial enrollment up to the current term being evaluated**. Note that cumulative GWA is a measure of the overall academic performance of a student considering all courses taken, weighted by their credit hours.
	4. Maintain a minimum course load of at least 80% of their regular load in the term being evaluated.	4. Be officially enrolled in all previous and current regular loads of academic units specified in the curriculum.
	5. Have no grades lower than 2.00 in all courses taken in the term being evaluated.	5. Have no grades lower than 2.00 in all courses.
		6. Have no DRP in all the previous and current study load as well as INC grade in OJT/Practicum courses.

	Dean's Honor List	President's Honors List
Reward/s	Certificate of Academic Recognition for the particular term	• Certificate of Academic Recognition for the particular term • Privilege of unlimited absences in all courses for the succeeding regular term without receiving a failing mark provided, however, that the student is not excused from keeping up with the lessons, assignments, and examinations. • Discount on tuition fee for the succeeding regular term depending on the cumulative GWA.

A student enrolled only in OJT/Practicum or Thesis course is NOT eligible for both honors.

In addition, the student eligible for the President's Honors List (PHL) is qualified to apply for a discount on tuition fees for the succeeding regular term depending on the GWA of the term for which the honor was earned. The application for a scholarship must be made before the start of the regular term. The discount on tuition fees is only applicable to the school that awarded the PHL scholarship and cannot be used in another STI campus.

CGWA	1.00 to 1.10	1.11 to 1.30	1.31 to 1.50
% discount on Tuition Fee	100%	50%	25%

Scholarships and Financial Aid

STI is at the forefront of promoting quality education that is equitably accessible to those with exemplary scholastic achievements and those academically deserving but financially challenged students. Thus, STI offers the following assistance subject to predetermined program guidelines:

a. Academic Scholarships

   Partial or full scholarship grant is given on a per term basis to those students who meet the prescribed academic requirements and maintain the required GWA.

b. Financial Aid

   Financial assistance in the form of scholarship grants, subject to the discretion of the school management, or remunerations for services rendered is available to students who require such assistance to meet their educational financial requirements at STI.

Note: Scholarship grants awarded by STI must be applied by the student for renewal before the start of the succeeding regular term, subject to retention requirements as stated in the guidelines.

Student Assistantship Program

Qualified students who would like to study and work at STI at the same time may avail of the Student Assistantship program.

The following conditions must be satisfied by applicants for the Student Assistantship Program:

- Must have completed SHS in STI, if not, must have completed at least two (2) terms of regular study in STI for tertiary level;
- Must have no present scholarships, assistance, or any similar program;
- Must have a general weighted average (GWA) of at least 2.00 or its equivalent in the preceding semester of application;
- Must have no failing grades in the entire stay at STI;
- Must have no previous record of any minor and major disciplinary offenses;
- Not cross-enrolled in any term; and
- No study overload in any term.

All applicants must submit the following documents to the Registrar's Office:

- Duly accomplished Student Assistantship Application Form (SAAF);
- Income Tax Return (ITR) of parents or guardian;
- Letter of consent from parents or guardian; and
- Photocopy of grades earned in the previous semesters noted by the Registrar.

Note: In the absence of an ITR, any of the following may be submitted:

- Payslip
- Original copy of the Certificate of Employment
- DTI/SEC registration (if self-employed)

The Student Assistant may be assigned to answer inquiries regarding enrollment, do filing jobs, or assist in the laboratory. They shall not have access, however, to confidential records. Moreover, their scholarship will not involve an employer-employee relationship.

In exchange for the number of hours (i.e. twenty hours of duty per week) rendered by the Student Assistant, they shall be paid the corresponding fees or the corresponding tuition fee discount.

Inclusion in the program shall be revoked in case of excessive absences.

On-the-Job Training (OJT)/Practicum

The On-the-Job Training (OJT)/Practicum program provides work-based learning experiences which serve as a venue for students to be exposed to career positions relevant to their choice of academic degrees as well as open future career choices towards gainful employment. The required number of OJT hours shall be prescribed by the curriculum of the student's program. The OJT Program shall be subject to the existing policies and guidelines of the institution and the relevant government regulatory bodies.

Academic Standing

All students are expected to maintain good academic standing. This is achieved by obtaining a passing rate in at least 75% of the total number of academic units officially enrolled in the previous term.

A student's current academic standing is determined by their academic performance in the previous term.

Academic Delinquency

Students who fail to meet the minimum standards for good academic standing are referred to as academically delinquent students. Depending on the academic delinquency, these students shall be subject to a sanction (refer to the matrix of academic delinquency).

Warning

A warning status shall be given to students in Good Standing who only passed 60% to below 75% of the total number of units enrolled. A student's warning status shall be lifted by their passing at least 75% of the total number of academic units officially enrolled in the succeeding term.

Academic Probation and Retention

Academic Probationary status shall be given to students under these conditions:

1. First Academic Probationary Status
    - Students in Good Standing for only passing 45% to below 60% of the total number of units enrolled in
    - Students with Warning Status for only passing 60% to below 75% of the total number of units enrolled in
2. Final Academic Probationary Status
    - Students in Good Standing for only passing below 45% of the total number of academic units enrolled in

- Students with Warning Status for only passing 45% to below 60% of the total number of units enrolled in
- Students with First Probationary Status for only passing 60% to below 75% of the total number of units enrolled in

Students under academic probation shall be given a probationary load, less than the normal load, to be determined by the Academic Head.

The student's academic probationary status shall be lifted by their passing at least 75% of the total courses enrolled for the succeeding term.

Dismissal

This shall be given to students under these conditions:

1. Students with Warning Status for only passing below 45% of the total number of units enrolled in
2. Students with First Probationary Status for only passing below 60% of the total number of units enrolled in
3. Students with Final Probationary Status for only passing below 75% of the total number of units enrolled in

Generally, dismissed or disqualified students shall not be considered for re-admission by the Academic Head unless otherwise recommended by the Program Head for cases deemed acceptable.

Matrix of Academic Delinquency Status

Current Status	% of Courses Passed			
	Above 75%	60% to 75%	45% to 60%	Below 45%
Good Standing	Good	Warning	1st Probationary	Final Probationary
Warning	Good	1st Probationary	Final Probationary	Dismissal
First Probationary	Good	Final Probationary	Dismissal	
Final Probationary	Good	Dismissal		

Remediation Programs

As part of a commitment to producing academically excellent students, STI encourages all students to take advantage of offered programs designed to help overcome learning difficulties. Such programs include:

Remedial Classes

Remedial classes are extra class meetings conducted to help students meet the minimum learning requirements. Remedial classes may be arranged by the Faculty Member subject to the approval of the Academic Head if more than 50% of the class failed to pass the lessons as reflected in the students' periodical examination.

Peer Tutoring

Recognized student organizations are encouraged to set up peer tutoring services to help students with learning difficulties in specific courses. The honor students may also be tapped to provide tutoring services under faculty supervision. Arrangements shall be facilitated by the Guidance Office or the Student Affairs Office and the organization's adviser.

Faculty Consultation

The consultation period for each faculty member shall be specified at the beginning of the term. Students, particularly those with learning difficulties, are encouraged to consult with the Faculty Member concerned.

Graduation

Requirements for Graduation

Only a bona fide STI student with the following qualifications may be allowed to apply for graduation from a CHED or TESDA program:

1. Sufficient Residency

   To qualify for graduation from a particular STI school, the candidate must meet the minimum residency requirement. In addition, they must be officially enrolled during the last term prior to graduation at a particular STI school.
2. Complete academic requirements
3. No pending administrative case
4. No pending obligations
5. Complete admission requirements
6. Official registrant of the STI Interactive Career Assistance and Recruitment System ***(www.i-cares.com)***

Declaration of Intent to Graduate

Students who are in their last term are considered graduating students. A declaration of their intent to graduate must be made during enrollment of the graduation term. The deadline of submission is until the last day of the late enrollment period.

The Registrar may call the attention of students with academic and/or financial deficiencies.

List of Candidates for Graduation

Upon the release of the final grades, a list of candidates for graduation will be posted by the Registrar's Office. This list includes students who need to see the Registrar due to insufficient graduation requirements.

Graduation Honors

STI recognizes students who have performed exceptionally not only in the aspect of academics but also non-academics.

Classification of Honors

Awarded honors are based on the earned cumulative GWA of a student as follows:

GWA	For Baccalaureate Programs	Other Programs
	Latin Honors	English Honors
1.00-1.10	Summa Cum Laude	With Highest Honors
1.11-1.30	Magna Cum Laude	With High Honors
1.31-1.50	Cum Laude	With Honors

Eligibility for Honors

1. Must have no grade lower than 2.00 in any course credited to the program they are graduating from.
2. At least 75% of the total units earned towards the degree must have been taken in any STI school.
3. Must have no record of a major offense throughout their stay in STI.

Note: The grade requirement applies only to students whose **Admit Year begins SY 2025 – 2026.** Grades already earned in previous school years will be honored, provided they meet the eligibility criteria of the former grading matrix.

Graduation Dress Code

All graduating students shall wear the STI Graduation Stole over the prescribed attire:

Male

- Well-pressed long sleeves / Barong Tagalog or Polo (Beige/Cream)
- Black slacks
- Black socks
- Black leather shoes

Female

- Formal top or dress with sleeves (Beige/Cream)
    - If wearing a top, partner it with black slacks or a skirt.
    - If wearing a dress or skirt, the length should be at least two (2) inches below the knee cap. Wearing a miniskirt is strictly prohibited.
- Formal shoes in a color that compliments the entire outfit. If shoes with heels are to be worn, they should not be more than 3 inches.
- Make-up, jewelry, and hairstyles must be kept at the minimum

Special Graduation Awards

STI Most Outstanding Thesis (MOST) Award

The STI Most Outstanding Thesis (MOST) Award is a program-based national-level commendation given to a group of graduating students that exhibits the highest standard of scholarly accomplishment. Nominations will come from among the outstanding thesis projects in the entire STI network.

Graduation Credentials

Upon clearance, the following graduation credentials will be issued to the graduates by request:

1. Official Transcript of Records
2. Diploma/Certificate

The actual issuance date of credentials may depend on the release of the Special Order for Graduation from the concerned government agencies.

Centralized Printing of Diploma and Transcript of Records (CPDT)

The printing of diplomas and transcripts of records (ToR) in STI is centralized to ensure the identity and authenticity of the STI graduates who can secure these documents. These documents shall only be issued from the STI Head Office.

The specific objectives of the CPDT are as follows:

- To ensure the integrity of the document;
- To provide an efficient process of diploma issuance;
- To standardize the format of the document;
- To prevent the proliferation of dubious documents; and
- To facilitate the subsequent request of diploma and transcript of records.

This applies to all STI schools and all academic programs offered.

STUDENT SERVICES 3

In its commitment to supporting and helping students reach their highest potential, STI offers various programs and services, which include:

Guidance & Counseling Services

Guidance and Counseling Services assist the students in making the best out of their college life. It is student-centered, preventive, and developmental. Through the Guidance Office, individual and group counseling services are extended to assist the students in dealing with various personal, educational, emotional, and career concerns.

Student Records Services

Student Records Services, through the Registrar's Office, make accurate academic and financial records available to the students when needed. The Registrar's Office maintains all official student records, administration of registration activities, grade reports, and graduation/diploma-related services. The confidentiality and integrity of these student records are highly observed.

ICT Services

ICT Services ensure the availability of ICT facilities, equipment, and other alternative technology services. These services are also provided to support and enhance technical development and promote academic enrichment.

Library Services

Library Services provide students with access to books, journals, and other informative materials for academic advancement. The library serves as the resource center that sources, screens, acquires, organizes, and circulates print and non-print reference materials.

Sports Development Services

Sports Development Services are provided to foster the harmonious development of the students' mental, emotional, and physical well-being. Athletic environments, both for indoor and outdoor activities, are made available to help establish interest and develop their skills in physical activities, promote personal fitness, and instill the value of teamwork.

Health Services

Health Services are provided by the clinic to address medically-related concerns of students. Students are assisted by offering first-aid treatment, free consultation, testing for prohibited substances, and referrals to health specialists in nearby institutions in cases that require further examination or treatment.

Services for Students with Special Needs and Persons with Disabilities

STI accommodates students with special needs and/or persons with disabilities whether in academic, vocational, or technical courses as stipulated in Republic Act 7277, also known as the "*Magna Carta* for Persons with Disability" (as amended by RA 9442).
Students with Special Needs refers to a person who differs significantly from the average student in mental characteristics, sensory abilities, neuromuscular or physical characteristics, psychosocial characteristics, or has multiple handicaps or has a chronic illness; or has a developmental lag to such an extent that he requires modified or specialized instruction and services in order to develop to his maximum capability.

STI designs programs and activities that are made available to persons with disabilities and students with special needs. This shall be consulted with the students with disabilities themselves, together with their teachers, parents and/or guardians, and other concerned professionals whenever necessary.

Student Affairs Services

Student Affairs Services, through the Student Affairs Office, ensure that all student activities are aligned with STI's commitment to helping students achieve their highest potential.

Off-Campus Activities

The school provides the students with opportunities to learn and develop not just inside the campus, but also outside. Thus, it administers off-campus activities that include both curricular and non-curricular activities. The curricular activities include educational/field trips, seminars, attendance to program-related events, field study/experiential learning/ related learning experiences, and the like as dictated in the curriculum/subject. On the other hand, the non-curricular activities include mission-based, conventions, volunteer work, advocacy projects, student organization-initiated sports, inter-school competitions, culture and arts performances, and the like. The STI Administration believes that these activities expose them to different scenarios, people, and advancement programs that will help them become responsible and competent members of society. All STI Off-Campus activities shall comply with the CHED Memorandum Order and TESDA Circular related to the Policies and Guidelines on Local Off-Campus Activities.

Student Organizations

The school provides students with opportunities to organize themselves and experience relevant activities through student organizations. A student organization is a recognized student body that aims to provide a fun environment conducive to student development while abiding by the rules set forth by the STI Administration/Management. It shall adopt a standard higher than what is expected with a vision towards excellence.

Student Publications

The school provides the students with opportunities to strengthen their ethical values, practice critical, and creative thinking, and develop moral character and personal discipline through student publications. A student publication is the issuance of any printed and/or electronic materials that are independently published by, and which meet the needs and interests of the studentry. School policies are set to guide these student publications.

Placement Assistance Services

Placement Assistance Services, through the Alumni and Placement Office and in coordination with the school's academic personnel, conducts employment preparation activities and presents employment opportunities for graduating students and alumni. Services include but are not limited to the following:

Employment Preparation Seminars (EPS)

Graduating students and alumni are provided with various seminars to prepare them for the world of work. Seminars are primarily focused on but are not limited to resume writing, handling of interviews, personality development, and current employment trends.

Mock Interview

A mock interview simulates an actual job interview to enhance a graduate's' employability. Students are exposed to real-life scenarios with a prospective employer, providing students with insights on into their strengths and areas for improvement.

Video Resume

The school guides graduating students in creating a 3-minute video for employment. The filmed presentation showcases a student's academic qualifications and interests and is often submitted in addition to a resume and cover letter.

Job Fairs/Virtual Recruitment

The school provides graduating students and alumni with opportunities to apply, be interviewed, and be hired by potential employers through Job Fairs. A Job Fair is a recruitment activity wherein an STI school or a collaboration of STI schools invites legitimate companies to gather in a specific location for recruitment purposes.

Virtual Career Fair (VCF)

A recruitment event that connects employers with students in a virtual space. This includes a webinar hosted by the employer and is immediately followed by a recruitment activity exclusively for STI graduating students.

Recruitment Day

The school provides graduating students and alumni with immediate and easy access to employment opportunities through a recruitment service. A recruitment day enables representatives from select partners to conduct recruitment activities in an identified STI school after the job fair.

I-CARE System

The school provides employment assistance to graduating students and alumni through an online job search system. The Interactive Career Assistance and Recruitment (I-CARE) System (https://i-cares.sti.edu) enables graduating students and alumni to create, store, and edit their resumes, browse employment opportunities posted by legitimate companies, and apply to job openings online.

Alumni Services

Alumni Services, through the STI Alumni Association and its recognized alumni chapters, maintains and enhances the school's relationship with its graduates. The school's alumni chapter organizes programs such as annual homecoming, continuous learning seminars, and sports activities.

Auxiliary Services

Security and Safety Services

Security and Safety Services are provided by the school, your second home. The following measures are implemented to ensure a safe and sound learning environment for all students.

a. Installation of CCTV cameras in the campus
b. Deployment of licensed and competent security personnel to do periodic rounds and random bag inspection and frisking
c. Safe, accessible (for persons with disabilities), and secure environment, buildings, and facilities that comply with government standards

Maintenance

Well-trained maintenance personnel are hired to ensure the cleanliness and orderliness of the school facilities and its environs. Preventive measures are conducted regularly, such as fumigation, pest control services, and the likes to ensure a healthy environment and prevent communicable diseases.

STUDENT BEHAVIOR & DISCIPLINE 4

As part of the STI community, you are expected to act with maturity, integrity, and respect for people in authority, for your fellow students and for the whole STI community. To ensure holistic development as an STI student, you are expected to observe the following guidelines:

Student Appearance

Each student shall adhere to the conventions of good grooming as a sign of respect to oneself, others, and to STI as an academic institution.

School Identification Card

1. An official school identification (ID) card shall be issued to bona fide STI students.
2. The ID (including the official strap) shall be part of the uniform and must be worn properly and visibly displayed at all times while inside the campus.
3. The ID shall be free from any alteration or modification.
4. The ID is non-transferable. It must not be tampered with or misused.
5. The ID shall be required in all official transactions with the different offices of STI. It shall be surrendered upon permanently leaving the institution, e.g., end of the last term of stay at STI, transfer, or dropped.
6. Students shall be required to surrender a damaged ID and apply for a replacement. An ID is considered damaged if the name and other pertinent details are unreadable or unrecognizable, and if the access featured is denied.
7. Students who lost their ID shall be required to report the incident to the Registrar's Office, submit an affidavit of loss, and apply for replacement.
8. A temporary ID will be issued while the new ID is being processed.
9. Students found guilty of giving false information regarding their ID shall be charged with a major offense.
10. Only the STI official or endorsed school uniform is the acceptable attire for the ID picture taking of students.

Procedure for ID Card Replacement

1. For lost IDs, secure a temporary gate pass from the school guard.
2. Secure and fill-out an Application for ID Replacement Form from the Registrar's Office.
3. Submit the accomplished form to the Registrar's Office with the notarized affidavit of loss or damaged ID.
4. Pay the corresponding replacement fee to the Cashier.
5. Obtain your temporary ID by presenting the official receipt to the Registrar's Office.

Student Uniform

Certain programs, courses, or activities require a different set of uniforms. Only STI issued or endorsed uniforms are allowed.

For Physical Education (PE) classes, the prescribed shirt should be worn together with jogging pants, rubber shoes, and sports socks.

Note: The proper cut and size for uniforms should be observed. Skirt hemlines should not be higher than three (3) inches from the knee and slits should not reach the upper thighs.

Wash Day

Wash days are specific days wherein students are allowed to wear STI proware shirts instead of the school uniform. Students are not permitted to wear clothes that will offend or scandalize the sensibilities of the academic community such as, but not limited to the following:

- Shorts, miniskirts, low riding pants, ripped jeans/pants with slips, rips, or holes higher than 7 inches above the knee
- Outfits or accessories with offensive image/s or language such as the promotion of drugs, tobacco, alcohol, glorification of death and mutilation, statement or implication of profanity, sexual or pornographic activity
- Blouses or dress with plunging necklines, see-through, backless, strapless, body huggers, and skin-tight outfits
- Midriffs, halter or crop tops, *sando*/tank tops or sleeveless, and tube-type shirts and blouses
- Skirt hemlines should not be higher than three (3) inches from the knee and slits should not reach the upper thighs
- Use of wooden clogs, rubber or plastic slippers, and open-toe footwear

Clothing must always be neat, clean, and worn as traditionally intended.

Students may opt to wear uniforms or wash day clothes in accordance with their gender identity but would need to follow the set guidelines. They may consult their Discipline Officer or School Administrator for the process. Once confirmed, the student is expected to continue wearing their gender-affirming clothing throughout their stay with the institution.

Grooming and Haircut

- Hair must be kept neat, clean, and well-groomed.
- Colored hair is allowed.
- Makeup must be light and natural-looking.
- Wearing of items with offensive image/s or language, statement or implication of profanity, sexual or pornographic activity deemed by the school to be dangerous or a distraction to the learning environment is not acceptable.

- Sunglasses, bandannas, or caps are not to be worn indoors.
- Attire, which may be used as a weapon, should not be worn (i.e., steel-toed boots, chains, "dog collars," or any items with spikes or studs).

Specific programs, courses, or activities may require specific mandates for student appearance. For such, notices shall be provided by STI accordingly.

Student Decorum

STI is not only concerned with the academic development of its students, but also with their character formation. Every STI student is expected to be refined in thoughts, words, and actions. An STI student should:

a. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing academic responsibilities and moral integrity. Thus, in submitting any academic work, students are expected to properly cite references, direct quotes, and other sources including, but not limited to data obtained from the tables, illustrations, figures, pictures, images, and videos following the prescribed format of the discipline (i.e., American Psychological Association, Modern Language Association). This also applies to:
    - previous works submitted to other courses that are results of collaborative or group effort
    - computer codes written to accomplish a task or any activities required in any programming courses.

b. Observe the usual norms of courtesy and etiquette in all areas of interpersonal relationships. Any act to the contrary, including unfavorable or offensive remarks about other persons regardless of their sex, creed, race, status, and political affiliation may be deemed prejudicial to the enrollment of the students concerned or to their status as alumni.

c. Strive for student development by joining and actively participating in various activities sponsored by the school and recognized student organizations. It is strictly prohibited to form or be a member of an organization/fraternity/sorority that or is known to advocate, tolerate, or engage in violence or immoral behavior.

d. Strictly observe classroom, laboratory, library, and other school offices procedures.

e. Refrain from exhibiting boisterous conduct, such as loitering, whistling, loud talking, or any other action that may distract others from their studies.

f. Strive to develop healthy interaction with other students. However, acts or gestures which tend to offend other members of the community, including public display of physical intimacy of the opposite or same sex, are not tolerated.

g. Inform their parent or guardian of the following:

- Rules and regulations expressed in this handbook
- Their academic standing and the possible consequences of their excessive absences, dropping, failures, or gross misconduct

Anti-Bullying & Anti-Cyberbullying Law Policy

STI is committed to providing a healthy learning environment where students support and respect each other. Thus, within the school, it is made clear that bullying will not be tolerated. "Bullying shall refer to any severe or repeated use by one (1) or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to their property; creating a hostile environment at school for the other students, infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school." (Republic Act No. 10627, "Anti-Bullying Act of 2013").

Due to the advancement in technology and social media, emphasis is given on the prevention of bullying in its electronic expression: Cyberbullying. Cyberbullying shall refer to acts of cruelty committed using the internet or any form of electronic media or technology that has the effect of stripping one's dignity or causing reasonable fear of physical or emotional harm.

Strategies and mechanisms against bullying and cyberbullying (e.g., conducting anti-bullying/cyberbullying orientations to students and personnel, academic and discipline policies, guidance and counseling, information dissemination through student-teacher-parent leaflets, etc.) are meant to increase awareness and address the unacceptable nature of bullying in and around the school.

Bullying and cyberbullying behavior are confronted clearly and pursued beyond the mere application of sanctions. Students who persist in bullying/cyberbullying, despite counseling and support, are given sanctions based on this handbook. Sanctions imposed will take into account the severity of the bullying/cyberbullying incident.

Anti-Hazing Law Policy

STI is committed to ensuring a peaceful environment where camaraderie among students is fostered through various interest groups or clubs inside the campus. Every student organization is prohibited from using any form of violence, force, threat, or intimidation as a prerequisite for admission. Any STI student who is found to have committed or has conspired to commit the aforementioned shall be subject to Republic Act No. 11053, otherwise known "Anti-Hazing Act of 2018," and appropriate disciplinary action provided in this handbook.

Anti-Sexual Harassment Policy

STI is committed to creating and maintaining an environment where all members of the STI community are free to study without fear of harassment of a sexual nature. STI adheres to Republic Act 7877, otherwise known as the "Anti-Sexual Harassment Act of 1995," which considers all forms of sexual harassment in the employment, education, or training unlawful and contrary to the dignity of every individual, as well as the latter's guarantee to respect of human rights. Given the seriousness of this matter, STI promulgates appropriate rules and regulations defining the offense of sexual harassment and outlining the procedure in the investigation and imposition of administrative sanctions in such cases.

Gender and Development Policy

STI recognizes gender sensitivity as it pertains to one's effort to show how gender shapes the role of women and men in society, including their role in the development and how their relationship affects each other. In support of the CHED Memorandum Order 01 series of 2015 entitled "Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutes (HEIs)," STI promotes gender awareness by appointing Gender and Development focal persons in each school to pursue and implement programs, projects, and activities that will contribute to the achievement of women's empowerment and gender equality. It shall also adopt gender mainstreaming in the academe as one of the strategies in educating and informing various sectors of society on the need to recognize and respect the rights of women and men.

Smoking, Vaping, Prohibited Drugs, Paraphernalia or Illegal Substances, and Dangerous Weapons

STI is committed to maintaining and sustaining a safe, healthy, and conducive learning environment for its students that should be entirely free from smoking, prohibited drugs, paraphernalia, and illegal substances, as well as deadly weapons or dangerous materials or instruments.

To ensure that this is achieved, the following measures shall be observed:

1. Conduct student orientation, counseling, and mentoring to students on the negative effects of cigarette smoking/vaping, prohibited drugs, carrying deadly/ dangerous weapons or materials/instruments;
2. Engage students in meaningful programs and activities that promote their welfare and development;
3. Conduct random drug tests for students every term in accordance with the provisions of Republic Act 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002";
4. Conduct bag inspections for individuals entering or exiting the school premises. These inspections shall be performed by the Discipline Officer, or in their absence, by the School Administrator. When warranted by special circumstances, the school may also request the assistance of law enforcement personnel to ensure that inspections are conducted safely, properly, and in accordance with established protocols.

5. Ban smoking, sale, or distribution of e-cigarette or tobacco products in compliance with the provisions of Republic Act 9211, otherwise known as the "Tobacco Regulation Act of 2003" and (Executive Order No. 26, Series of 2017, "Providing for the Establishment of Smoke-Free Environment in Public and Enclosed Places.")

Random Drug Testing

With its commitment to provide optimum value to its stakeholders and to ensure that the students are free from the use of dangerous drugs, STI complies with the provisions in Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" and its Implementing Rules and Regulations, the Dangerous Drugs Board Regulation No. 6, series of 2003, as amended by Dangerous Drugs Board Regulation No. 3, series of 2009, and CHED Memorandum Order no. 18 series of 2018 Implementing Guidelines for the Conduct of Drug Testing in all Higher Education Institutions (HEI's). This aims to:

- Deter students from using prohibited drugs and other illegal substances;
- Determine the occurrence of drug users among the students; and
- Facilitate the treatment and rehabilitation of confirmed drug users or dependents.

All students enrolled are subject to random drug testing without their necessary concurrence and knowledge. The results of the tests are kept confidential and for the evaluation of the school only.

Students who are found to be positive for drug use after the confirmatory analysis will be informed of their test results with utmost secrecy and confidentiality. The parents/guardians of the "confirmed positive" students will be informed and required to attend a scheduled case conference. No "confirmed positive" student shall be grounded for expulsion or given any disciplinary action and should not be reflected in any and all academic records but they are required to undergo an intervention program under the supervision of a Department of Health (DOH)-accredited facility or physician, private practitioners, or social worker, in consultation with parents/guardians.

However, a student who has undergone an intervention program but was found to be "confirmed positive" for the second time shall be sanctioned with either non-readmission or expulsion in accordance with the STI Drug Testing Policy.

Use of School Facilities

Students should strive to keep their classrooms clean, pleasant, and conducive to learning. Chairs and tables must be aligned at all times. Lights, electric fans, and air conditioners should be turned off whenever the students leave the room or if not in use.

Students are also encouraged to keep the school building, study areas, and areas within the school property clean.

In any incident of destruction, damaging, tampering, or losing of school property, the school reserves the right to charge to the concerned student/s the cost of damage, including labor or repair.

Electronic Gadget Rule

STI allows the students to bring and use laptops and other electronic gadgets relevant to learning inside the campus. However, using electronic gadgets during examinations or for non-educational purposes during class hours is strictly prohibited. Gadgets must be turned off or put in a silent mode to prevent class and exam disruption unless authorized to use them. Proper etiquette in using various electronic gadgets shall also be carried out. Students may use their mobile phones for urgent purposes and during break time.

Safekeeping of gadgets brought to school is the student owner's responsibility. The school will not be liable for any loss or damage to electronic gadgets.

Social Media Policy

STI is dedicated to nurturing an environment of mutual respect wherein members of its community are engaged in positive and responsible online behavior. Students and other members of the STI community are expected to be cautious when engaging in any action on social media that may impact the privacy, dignity, or rights of the school, groups, or individuals, including themselves. This shall be accomplished by:

1. Reflecting on the potential impact of the content to be shared or posted to themselves or to others
2. Maintaining appropriate boundaries when interacting with school personnel on social media
3. Adhering to intellectual property rights
4. Ensuring that when representing the school, posted content is aligned with the school's values and policies

STI has the right to request the removal of any content that may risk the reputation of the school or a member of its community from a social media account.

Data Privacy Policy

In accordance with the Data Privacy Act of 2012 (RA 10173), STI is committed to ensuring the confidentiality and security of information provided to the schools. General provisions on how the institutions use, store, and retain collected information can be accessed via https://www.sti.edu/dataprivacy.asp.

To help keep confidential details secure, students and other members of the STI community should observe the following:

1. Refrain from sharing sensitive or confidential information
2. Review privacy settings in social media and other platforms regularly
3. Ensure that all devices are locked if not in use
4. Check the security of the platform before opening them
5. Avoid logging to personal accounts on free or public Wi-Fi

Student Discipline

Discipline Committee

The Discipline Committee has jurisdiction over all cases involving student discipline and the imposition of sanctions. The committee's tasks revolve around investigating cases involving student discipline, where recommendations have to be given at the end of the investigation. It shall be composed of the following:

1. Academic Head as Ex Officio Chairman. If unavailable, the Academic Head shall assign the Program Head to the role.
2. Two (2) Faculty Representatives to be selected by the Academic Head
3. Staff Representative to be appointed by the School Administrator/Deputy School Administrator
4. A Representative from the Commission on Higher Education (CHED) or Technical Education and Skills Development Authority (TESDA), if available

If any of the above is a respondent or involved in the dispute, another official representative shall be designated.

Initial Settlement

The Academic Head, Program Head/s, and the Discipline Officer shall have joint and equal authority or control over all student disputes requiring mediation. However, the Discipline Committee shall be convened to hear complaints or disputes or both that involve the imposition of disciplinary measures.

Implementation of Disciplinary Sanctions

To help ensure an atmosphere conducive to learning, a special mechanism shall be established to administer appropriate and reasonable sanctions to erring members of the school community subject to the requirements of due process, as well as to resolve disputes among and between them.

Student Complaints

Student complaints may be filed in writing with the Discipline Committee headed by the Academic Head. When applicable, an amicable settlement between the Complainant and the Respondent may be initially pursued.

The Discipline Committee (or the Academic Head) may, on its own initiative, take notice of any breach of discipline or rule involving students even without a complaint.

Procedure for Disciplinary Cases

Due process is observed for cases that need to be investigated and may result in possible dismissal.

1. The Complainant shall submit a written complaint to the Discipline Officer. If there is no assigned Discipline Officer, it should be submitted to the Academic Head, the

Ex Officio Chairman of the Discipline Committee. When applicable, an amicable settlement between the Complainant and the Respondent may be initially pursued.

2. The Discipline Officer or Academic Head shall set a meeting with the Complainant for consultation and discussion of their rights and possible consequences of pursuing the complaint.
3. If the Complainant decides to pursue the case, the written complaint shall be forwarded to the members of the Discipline Committee.
4. The Respondent shall be notified in writing of the complaint filed against them which shall contain the nature and cause of the accusation against them. The notification shall, in all cases, direct the respondent to answer the accusation within three (3) working days from receipt. Failure to do so within the prescribed period shall not delay the proceedings.
5. For student respondents who are minors, the parents or guardian shall likewise be notified in writing of the cause and accusation leveled against the Respondent.
6. The Respondent shall be advised by the Head of the Discipline Committee of their rights and of the procedure to be followed in the proceedings resolving their case.
7. Prior to the hearing, the Discipline Committee must refer the Complainant and the Respondent to the Guidance Counselor and schedule a separate one-on-one session for behavioral, emotional, and welfare purposes.
8. The Discipline Committee may schedule hearings for the reception of evidence to enable it to arrive at a proper resolution of the complaint. Hearings, reception of evidence, and other proceedings for disciplinary cases should be compelled not later than 30 working days from the receipt of the complaint. If the case involves possession of illegal drugs, dangerous weapons, or other items related to the case, a bag search may be conducted by the Discipline Officer, or in their absence, by the School Administrator. When warranted by special circumstances, the school may also request the assistance of law enforcement personnel to ensure that inspections are conducted safely, properly, and in accordance with established protocols.
9. In the case of a hearing wherein the Respondent is summoned by the Committee, the notice of hearing shall be given to the Respondent at least five (5) working days before the scheduled hearing. The respondent shall be allowed to present evidence on their behalf.
10. Taking into consideration all the evidence gathered during the proceedings, the Discipline Committee shall draft a resolution with a finding as to the liability of the Respondent. The resolution shall also contain a recommendation to the President/School Administrator/Deputy School Administrator as to the imposition of any penalty whenever applicable. The resolution shall be submitted to the President/School Administrator not later than 30 working days from the close of reception of evidence before the Committee.
11. Upon receipt of the resolution of the Discipline Committee, the President/School Administrator/Deputy School Administrator shall make a decision as to whether or not to impose sanctions upon the Respondent. The decision shall be in writing

and the same shall be served upon the Respondent. In the case of a Respondent being a minor, the parents or guardian of said Respondent shall also be served with the same. A copy of the resolution addressed to the Complainant should also be provided.

12. An appeal to the President/School Administrator/Deputy School Administrator's decision may be made within 10 working days from receipt of the said decision by an appealing party. The appeal may come from either the Respondent or the Complainant and shall be addressed to the Office of the President/School Administrator.
13. The School Administration reserves the right to place a Respondent under suspension pending appeal.
14. The decision of the Discipline Committee shall be final and executory if not appealed within the given period.
15. The Discipline Committee shall give a copy of the final resolution along with a Referral Form to the Guidance Office prior to the imposition of any disciplinary action or sanction.
16. The Discipline Committee shall call for a conference with the Respondent and their parents or guardian and a separate conference with the Complainant and their parents or guardian to discuss the final resolution. Both parties shall be provided with their own copy of the final resolution.

The Procedure of the Guidance and Counseling Office in Handling Discipline Cases Referred by the Discipline Committee

1. The Guidance Counselor/Associate shall receive a Referral Form from the Discipline Committee with a copy of the Incident Report.
2. The Guidance Counselor/Associate will conduct check-in and aftercare sessions with the student/s concerned throughout the case proceedings.
3. The Guidance Counselor/Associate will provide the Discipline Committee with relevant feedback of the check-in and aftercare session with the student/s.

Disciplinary Measures

The approach of the school to discipline has always been preventive and formative. It is not punitive but rather educative.

A comprehensive and intense information campaign is initiated during the first few days of classes to ensure that all school rules and policies are communicated and understood by all concerned.

Another preventive measure that the school can implement to ensure students' safety is to conduct a bag search by the Discipline Officer, or in their absence, by the School Administrator.

A detailed warning system is in place for minor offenses. However, should all preventive measures and mechanisms fail, the school, through proper authorities, applies disciplinary measures or actions.

Disciplinary measures or actions are meant to teach students the principles and ideals of justice to help them achieve self-discipline, as well as to enjoin them in developing and sustaining an atmosphere conducive to learning.

Corrective Actions to Minor and Major Offenses

Corrective Actions are disciplinary measures that are imposed corresponding to the severity of the offense/s done by an erring student.

Verbal/Oral Warning

A Verbal/Oral warning is a disciplinary measure given to a student who has committed minor violations. This is to call the attention of the student that they have not observed the appropriate behavior expected of them. It is a reminder or reprimand to a student who committed a minor offense for the first time. This shall be included on the student's record since this shall be considered an initial warning.

Written Apology

A Written Apology is a corrective action in which a student is required to write a letter of apology. This is imposed on a case-to-case basis and shall be included on the student's record.

Written Reprimand

A Written Reprimand is a corrective action that is issued by the Discipline Committee. The student is given a formal letter or notice of any violation of the school rules and regulations. The student-specific misbehavior, together with the original copy of the written reprimand form, is put on the student's record.

Corrective Reinforcement

During the period of corrective reinforcement, the student is still allowed to attend their classes. However, they have to be scheduled for one-on-one session after their last class period and to accomplish tasks as determined and given by the assigned person-in-authority of the Discipline Committee. The tasks under this sanction must help the student reflect and avoid repetition of the violated offense. The corrective reinforcement will be lifted a day after the specified date of rendering the sanction and after the completion of the task from a person-in-authority assigned by the Discipline Committee.

Conference with the Discipline Committee

The parents/guardians are called for a conference with the Discipline Committee, Program Head, and/or Guidance Counselor for them to discuss the offense and the corresponding course of action to avoid the recurrence of the offense. This is required to be done to cases with the following sanctions: Written Apology, Written Reprimand, Corrective Reinforcement, Suspension, Non-readmission, Exclusion, and Expulsion.

Categories of Disciplinary Administrative Penalties

According to the provisions in the 2008 Manual of Regulations for Private Higher Education (MORPHE), the four (4) categories of disciplinary administrative penalties for serious offenses of school rules and regulations which may be applied to an erring student are:

Suspension

In STI, this sanction has two (2) types:

a. Suspension from class

It is a penalty that excludes the offender from regular classwork and from other privileges or activities for a definite period of time. This is to be served within a reasonable time from the issuance of the decision of the Discipline Committee. A student under suspension is still required to report to school from 8 am to 5 pm but is not allowed to join their classes. They are required to do the task to be determined and supervised by the assigned person-in-authority of the Discipline Committee. The tasks under this sanction must help the student reflect and avoid repetition of the violated offense. Although they will be re-admitted to school, the suspension shall be put on the student's record. The suspension is imposed only after the parents or guardians have been informed through writing and invited to a conference with the Discipline Committee.

b. Preventive Suspension

A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong and the responsible school official is morally convinced that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school. The school is allowed to impose this sanction for a period not exceeding 20% of the prescribed class days for the school term. The suspension is imposed only after the parents or guardians have been informed through writing and conference with the Discipline Committee.

Non-readmission

Non-readmission is a penalty in which the school is allowed to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution of non-readmission was promulgated. Transfer Credentials of the erring student shall be issued upon promulgation, subject to the other provisions stated in the MORPHE.

Exclusion

Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing. Transfer Credentials of the erring student shall be issued upon promulgation, subject to the provisions stated in the MORPHE.

The school shall preserve a complete record of the proceedings for a period of one (1) year in order to afford the Discipline Committee and Commission the opportunity to review the case in the event the student makes and files an appeal with the Commission on Higher Education.

Expulsion

Expulsion is a penalty in which an institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines.

In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission on Higher Education. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

The institution shall forward a complete record of the proceedings to the CHED Regional Office concerned within 10 days from the termination of the investigation of each case.

Imposition of sanctions cited in this handbook shall not in any way prejudice the filing of cases in and the implementation of penalties prescribed by a court of law.

Also, in cases that involve significant damage or destruction of property, the Discipline Committee will decide whether the recipient of the sanction will replace the destroyed, damaged, or lost property. For cases of cheating in an examination or other school activities, a failing grade shall be given in the particular examination or activity.

All sanctions shall go along with a one-on-one session with the School's Guidance Counselor or Associate.

Offenses

Offenses are behaviors or visible actions exhibited by students that go against the school and institutional rules and regulations.

Minor Offenses

These are behaviors or actions that deviate or stray from the rules of the school or from student decorum and have minimal implications or consequences to the individual, other persons, the school, or the institution.

The sanctions imposed for the commission of these offenses are:

First offense	Verbal Warning
Second offense	Written Reprimand
Third offense	Written Reprimand & Corrective Reinforcement (minimum of three (3) school days, maximum of seven (7) school days)

Offenses under this category include but are not limited to the following:

1. Non-adherence to the "STI Student Decorum"
2. Discourtesy towards any member of the STI community including campus visitors
3. Non-wearing of school uniform or ID, wearing of incomplete uniform, improper use of school uniform or ID
4. Wearing inappropriate campus attire
5. Losing or forgetting one's ID three (3) times
6. Disrespect to national symbols or any other similar infraction
7. Irresponsible or improper use of school property
8. Gambling in any form within the school premises or during official functions
9. Staying or eating inside the classroom without permission from the school administrator or management
10. Disruption of classes, school-sanctioned activities, and peace and order such as but not limited to:
    - Failure to turn off or put into silent mode mobile phones and other similar gadgets
    - Unauthorized use of social media, digital messaging, or any form of user account
    - Unruly behavior (boisterous laughter, loitering, loud banter/conversations, uncontrolled giggling, and intentional misbehavior) or conduct during assemblies and the like

11. Exhibiting displays of affection that negatively affect the reputation of the individuals
12. Violation of classroom, laboratory, library, and other school offices procedure
13. Possession of cigarettes or vapes
14. Bringing of pets in the school premises

Major Offenses - Category A

These are behaviors or actions that deviate or stray from the rules of the school and/or from student decorum and have greater implications or consequences to the individual, other persons, and the school.

The sanctions imposed for the commission of these offenses are:

First offense	Written Reprimand & Corrective Reinforcement (minimum of three (3) school days, maximum of seven (7) school days)
Second offense	Suspension (minimum of three (3) school days, maximum of seven (7) school days)
Third offense	Non-readmission

Offenses under this category include but are not limited to the following:

1. More than three (3) commissions of any minor offense
2. Lending/borrowing school ID, wearing, or using tampered ID
3. Smoking or vaping inside the campus
4. Entering the campus in a state of intoxication, bringing, and/or drinking liquor inside the campus
5. Allowing a non-STI individual to enter the campus without official business or transaction
6. Cheating that includes but is not limited to:
    - Copying and/or willfully allowing another to copy during the administration of examination and/or assessments
    - Using of “Codigo” or unauthorized resources or both during examination and/or assessments
    - Plagiarism
    - Communicating with another student or person in any form during an examination or test without permission from the teacher or proctor.
    - Having somebody else take an examination or test for one’s self or prepare a required report or assignment. If both parties are students, both are liable.

Major Offenses - Category B

These are behaviors or actions that lead to damage or destruction of property or image or both of an individual, a group, the school, or the institution.

The sanctions imposed for the commission of these offenses are:

First offense	Suspension (minimum of three (3) school days, maximum of seven (7) school days)
Second offense	Non-readmission

Offenses under this category include but are not limited to the following:

1. Vandalizing, damaging, or destroying of property belonging to any member of the STI community, visitors, or guests while in the school campus
2. Posting or uploading of statements, photos, videos, or other graphical images disrespectful to the STI Brand, another student, faculty member, or any other individual
3. Recording and uploading of photos, videos, or other graphical images that violate the data privacy of another student, faculty member, or any other individual
4. Going to places of ill repute while wearing the school uniform
5. Issuing a false testimony during official investigations
6. Use of profane language that expresses grave insult toward any member of the STI community

Major Offenses - Category C

These are behaviors or actions that lead to any of the following:

- significant injury to the individual or other persons
- endangering the safety and welfare of the individual and other persons
- degrading the integrity of the person, school, or the institution

The sanctions imposed for the commission of these offenses are:

First offense	Suspension (minimum of seven (7) school days, maximum of 10 school days)
Second offense	Non-readmission

Offenses under this category include but are not limited to the following:

1. "Hacking" attacks on the computer system of the school or other institutions or both
2. Stealing, tampering, or forgery of records and receipts
3. Theft or robbery of school property or those belonging to school officials, teachers, personnel, other students, any member of the STI community, visitors, and guests

4. Embezzlement and malversation of school or organization funds or property
5. Disruption of academic functions or school activities through illegal assemblies, demonstrations, boycotts, pickets, or mass actions or related activities, which tend to create public disorder or disturbance
6. Any act of immorality
7. Any act of bullying (such as but not limited to physical, cyber, and verbal)
8. Participation in brawls or infliction of physical injuries within or outside school premises, whether in school uniform or not
9. Physical assault upon another within or outside the school premises, whether in school uniform or not
10. Use of prohibited drugs or chemicals in any form within and outside the school premises, whether in uniform or not
11. Giving false or malicious fire alarms and bomb threats
12. Use of fire protective or firefighting equipment of the school other than for firefighting except in other emergencies where their use is justified

Major Offenses - Category D

These are behaviors or actions that are in direct violation of the Philippine Laws or are as deemed by the school to be extremely detrimental to the institution's over all welfare and interest.

The sanction imposed for the commission of these offenses is either Exclusion/Expulsion.

Offenses under this category include but are not limited to the following:

1. Possession or sale of prohibited drugs or chemicals in any form, or any illegal drug paraphernalia within and outside the school premises whether in uniform or not
2. Continued use and being found to be "confirmed positive" of using prohibited drugs or chemicals for the second time, even after undergoing an intervention.
3. Carrying or possession of firearms, deadly weapons, and explosives within and outside the school premises, whether in uniform or not
4. Membership or affiliation in organizations, such as but not limited to fraternities and sororities, that employ or advocate illegal rites or ceremonies, which include hazing and initiation
5. Participation in illegal rites, ceremonies, and ordeals, which includes hazing and initiation
6. Commission of crime involving moral turpitude (such as but not limited to rape, forgery, estafa, acts of lasciviousness, moral depravity, murder, and homicide)
7. Commission of acts constituting sexual harassment as defined in the Student Manual and Republic Act 7877, otherwise known as the "Anti-Sexual Harassment Act of 1995"

8. Commission of any kind of extorsion, blackmail, bribery, or coercion against other students, school officials, teachers, personnel, guests, or any member of the STI community
9. Commission of acts of subversion, sedition, or insurgency
10. Unauthorized copying, distribution, modification, or exhibition - in whole or in part - of eLMS materials or other learning materials provided by STI such as but not limited to videos, PowerPoint presentations, handouts, activity/worksheets, and answer keys. This will include:
    - use of the materials for any commercial purpose or for any public display (commercial or non-commercial)
    - attempt to decompile or reverse engineer any software contained on the eLMS
    - remove any copyright or other proprietary notations from the materials
    - transfer the materials to another person or "mirror" the materials on any other server or sites
    - leaking, selling, or otherwise disseminating examination questions or answer keys in any form.
11. Unauthorized possession or removal of examination questionnaires from the examination room. Taking home examination questionnaires is strictly prohibited and shall be deemed an act of cheating.
12. The use of cellphones or any electronic device capable of photographing, scanning, recording, or otherwise capturing materials or activities connected with the conduct of examinations is strictly prohibited.

Disciplinary Cases or Offenses Not Written in the Student Handbook

Disciplinary cases or offenses not written in the Student Handbook are subject to the review of the Discipline Committee and school administration in the interest of upholding the ideal learning environment and of the STI Community.

APPENDICES 5

Appendix A

The STIer's Creed

I am an STIer, I am here to learn.
I thirst for knowledge and skills that will
make me a leader of tomorrow.

I am an STIer, I keep an open mind.
I challenge every knowledge I seek
and understand.

I am an STIer, I embrace change.
I continuously reinvent myself
I am an STIer, I am a person of character.
I speak, I act, and I live for the common good.

I am an STIer, I am determined.
I accept the challenge to become the best
that I can be.

I am an STIer, a proud STIer!

Appendix B

STI Hymn

Aim high with STI
The future is here today
Fly high with STI
Be the best that you can be.

Onward to tomorrow
With dignity and pride
A vision of excellence
Our resounding battle cry.

Aim high with STI
The future is here today
Fly high with STI
Be the best that you can be.

Appendix C

Student Commitment Form

I, the undersigned, have received, read, and understood everything stated in the Student Handbook of STI. I hereby affix my signature as confirmation that I will faithfully abide and be guided by all the policies and procedures as clearly specified in the Student Handbook. I also commit to faithfully abide and be guided by policies and procedures issued after the release of this handbook. Non-compliance on my part with any rule or regulation shall constitute sufficient grounds for disciplinary action, including but not limited to suspension up to expulsion from STI depending on the gravity of my offense.

Signed on this Date: _____

By: _____

PRINTED NAME AND SIGNATURE OF STUDENT

By: _____

PRINTED NAME AND SIGNATURE OF PARENT/GUARDIAN

Address: _____

Telephone number: _____

Program: _____

STI STUDENT HANDBOOK | TERTIARY

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